

## **MANAGEMENT INTERN**

### **DISTINGUISHING FEATURES**

The fundamental reason the Management Intern exists is to provide an opportunity for municipal management exposure providing professional-level staff assistance in analytical and statistical research work. The internship is a full-time temporary position for one year. This position is responsible for both administrative and operational duties as developed by the intern and the Diversity and Dialogue Officer in the Human Resources Department. This classification is not supervisory. Work is performed under general supervision by the Diversity and Dialogue Officer.

### **ESSENTIAL FUNCTIONS**

Researches and reviews current City policies, practices, programs and community needs and makes recommendations when necessary for implementation to ensure the City remains current with present and future management trends.

Produces speeches and written documents with clearly organized thoughts using proper sentence construction, grammar, and punctuation.

Communicates orally in person or over the telephone with customers, City staff, civic groups, City Council and the general public to solve concerns, answer questions, present programs, and give information.

Provides a variety of administrative staff support to the City through its activities and programs based upon the level of interest of the incumbent in the position.

Must place emphasis on the values of employee involvement, learning and knowledge.

Ability to encourage team members to go beyond boundaries of the work place.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

The principles and practices of public administration.

The principles, methods, and practices of municipal finance, budgeting, and accounting.

Research techniques, methods, and procedures.

Office management principles and practices.

Ability to:

Operate a variety of standard office equipment, including a personal computer and a variety of computer software that require continuous and repetitive arm or hand and eye movement for extended periods of time.

Communicate effectively both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar.

Establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Comprehend and make inferences from written material and verbal and/or written instructions.

Maintain regular consistent attendance and punctuality.

**Education & Experience**

Any combination of training, education and experience that is equivalent to a bachelor degree in public administration, business administration, and political science or a closely related field is required. Must be currently enrolled in a Master of Public Administration program at an accredited university and nearing completion of the required course work to be considered.

FLSA Status: Exempt

HR Ordinance Status: Unclassified